

CLEARINGHOUSE



How to manage your
UDRP/Court cases and labels

User manual

VERSION 0.1

OCTOBER 10TH 2013



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1. INTRODUCTION

The following guide explains how to add the abused domain name labels and their corresponding UDRP or Court Cases.

Please note that that abused domain name labels are only valid for trademark claims.



2. ADDING UDRP CASES

2.1. Adding a UDRP case and labels

After your mark record has been verified you will be able to add a UDRP case and the related label to the mark record.

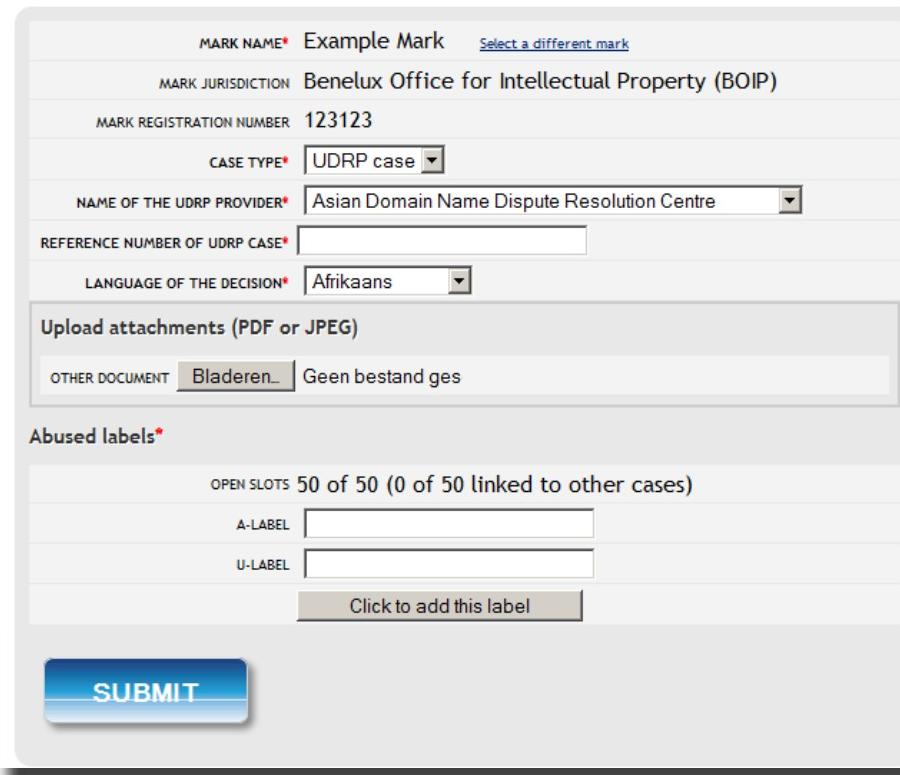
Click on the mark in “Mark overview” and scroll down to the bottom of the page.

The screenshot shows a user interface for managing UDRP and Court cases. At the top, there are two sections labeled "Label #402 examplemark" and "Label #403 example-mark", each with a small edit icon. Below these is a section titled "UDRP/Court cases and abused label". This section contains a table with four columns: "Name", "Ref Number/Court Case No.", "Status", and "ULabel". Underneath the table are two buttons: "Add UDRP" and "Add Court case".

Select “Add UDRP” in order to add a UDRP case, you can change the type of case, later on in the process as well.

Once you have selected “Add UDRP” you will be redirected to the registration page.

UDRP Case / Court case



MARK NAME* Example Mark [Select a different mark](#)

MARK JURISDICTION Benelux Office for Intellectual Property (BOIP)

MARK REGISTRATION NUMBER 123123

CASE TYPE* UDRP case

NAME OF THE UDRP PROVIDER* Asian Domain Name Dispute Resolution Centre

REFERENCE NUMBER OF UDRP CASE*

LANGUAGE OF THE DECISION* Afrikaans

Upload attachments (PDF or JPEG)

OTHER DOCUMENT Bladeren... Geen bestand ges

Abused labels*

OPEN SLOTS 50 of 50 (0 of 50 linked to other cases)

A-LABEL

U-LABEL

[Click to add this label](#)

SUBMIT

Fill in the mandatory fields of the case and add the labels.

You can add the labels in “u-label” or “a-label” form, in the overview only the “u-label” will be shown.

Do not forget to click on “add this label” or the label will not be added to your case. At least 1 label must be added.

Depending on previous cases you will have the possibility to add up to 50 labels, if you added a case before, this number will be less. You can check the number of allowed labels by looking at the “open slots” field.

After you have filled out the mandatory fields and added the labels, select “submit”. You will then be redirected to the order overview.



UDRP Case / Court case

At least one abused label is required

MARK NAME* Example Mark [Select a different mark](#)

MARK JURISDICTION Benelux Office for Intellectual Property (BOIP)

MARK REGISTRATION NUMBER 123123

CASE TYPE* UDRP case

NAME OF THE UDRP PROVIDER* Asian Domain Name Dispute Resolution Centre

REFERENCE NUMBER OF UDRP CASE* test case

LANGUAGE OF THE DECISION* English

Upload attachments (PDF or JPEG)

OTHER DOCUMENT Bladeren... Geen bestand ges

Abused labels*

LABEL 1 LINKED TO CASE testlabel2 (testlabel2) [remove](#)

LABEL 2 LINKED TO CASE testlabel1 (testlabel1) [remove](#)

OPEN SLOTS 48 of 50 (0 of 50 linked to other cases)

A-LABEL

U-LABEL

[Click to add this label](#)

SUBMIT

Click Submit



Review Order

You can update your order on this page.

NEW UDRP/COURT CASE REGISTRATIONS

<input type="checkbox"/> Asian Domain Name Dispute Resolution Centre test case	Example Mark
Delete Selected	
SUBMIT ALL	

If you wish to add more cases, click on the mark name in the second column of the order page, the previous case will be saved on the order page.

If you are finished with your order select “SUBMIT ALL” and you will be redirected to the payment page (for an overview of our UDRP pricing please refer to the pricing document).

Your order

Type	Label	Duration	Price
udrp : Asian Domain Name Dispute Resolution Centre test case		1 Year(s)	
abused_label : Asian Domain Name Dispute Resolution Centre test case	testlabel2	1 Year(s)	
abused_label : Asian Domain Name Dispute Resolution Centre test case	testlabel1	1 Year(s)	
Total			
VAT (0%)			
Total + VAT (0%)			

Upon payment your prepaid account will be credited

[Pay Prepaid](#)
[Reset Order](#)



2.2. Validation of UDRP case and labels

After you have paid for the case and labels you can track the progress of the validation in the "case" tab.

The screenshot shows a table with the following data:

Mark	Name	Ref.	Status	U-label
Example Mark	Asian Domain Name Dispute Resolution Centre	test case	NEW	testlabel2

You can expand the U-labels to view all attached labels of the case.

The screenshot shows the same table as above, but the 'U-label' column now displays two expanded entries:

Mark	Name	Ref.	Status	U-label
Example Mark	Asian Domain Name Dispute Resolution Centre	test case	NEW	<ul style="list-style-type: none">+ testlabel2+ testlabel1



2.2.1. Case and labels are "Verified"

If the case and labels are verified, no further action is needed and you will have protection for the abused labels during the claims period of the gTLD. Please refer to section 2.2.5 for an example Case.

2.2.2. Case "Incorrect"

If the case is assigned status “incorrect” you will need to change the information providing during registration of the case, as described in the comment of the validator. If the case is assigned status “Invalid” it cannot be edited anymore. Please refer to section 2.2.5 for an example Case.

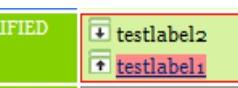
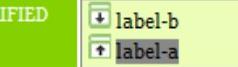
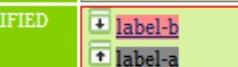
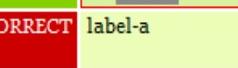
2.2.3. Case "Verified" - label "Incorrect"

If the case is assigned status “Verified” but one, or more, of the labels are incorrect you will need to change the information providing during registration of the labels, as described in the comment of the validator. You can identify the cases with incorrect labels as they have a red box around the label field. The actual incorrect label(s) are marked in red. If the label is assigned status “Invalid” it cannot be edited anymore. Please refer to section 2.2.5 for an example Case.

2.2.4. Case and/or label "Invalid"

If the case and/or label is assigned status “Invalid” it cannot be edited anymore. Please refer to section 2.2.5 for an example Case.

2.2.5. Overview of different validation scenario's

Example Mark	Asian Domain Name Dispute Resolution Centre	test case	<input checked="" type="checkbox"/> VERIFIED		Verified Case and Incorrect label.
Example Mark	Asian Domain Name Dispute Resolution Centre	test case 2	<input checked="" type="checkbox"/> VERIFIED		Verified Case and Invalid label.
Example Mark	Asian Domain Name Dispute Resolution Centre	test case 3	<input checked="" type="checkbox"/> VERIFIED		Verified Case and Incorrect and Invalid label.
Example Mark	Asian Domain Name Dispute Resolution Centre	test case 4		label-a	Incorrect case



3. ADDING COURT CASES

3.1. Adding a court case and labels

After your mark record has been verified you will be able to add a Court case and the related label to the mark record.

Click on the mark in “Mark overview” and scroll down to the bottom of the page.

Name	Ref Number/Court Case No.	Status	ULabel
Add UDRP	Add Court case		

Select “Add Court case” in order to add a Court case, you can change the type of case, later on in the process as well.

Once you have selected “Add Court case” you will be redirected to the registration page.

UDRP Case / Court case

MARK NAME* Example Mark [Select a different mark](#)

MARK JURISDICTION Benelux Office for Intellectual Property (BOIP)

MARK REGISTRATION NUMBER 123123

CASE TYPE* Court case

NAME OF THE COURT* test case court 1

COURT DECISION REFERENCE* test case court 1 reference

COUNTRY* United States

LANGUAGE OF THE DECISION* English

Upload attachments (PDF or JPEG)

COURT DECISION DOCUMENT* Bladeren... example court.pdf

OTHER DOCUMENT Bladeren... Geen bestand ges

Abused labels*

LABEL 1 LINKED TO CASE testlabel2court (testlabel2court) [remove](#)

LABEL 2 LINKED TO CASE testlabel1court (testlabel1court) [remove](#)

OPEN SLOTS 42 of 44 (6 of 50 linked to other cases)

A-LABEL

U-LABEL

[Click to add this label](#)

SUBMIT

Fill in the mandatory fields of the case and add the labels.

You can add the labels in “u-label” or “a-label” form, in the overview only the “u-label” will be shown.

Do not forget to click on “add this label” or the label will not be added to your case. At least 1 label must be added.

Depending on previous cases you will have the possibility to add up to 50 labels, if you added a case before this number will be less.



After you have filled out the mandatory fields and added the labels, select “submit”. You will then be redirected to the order overview.

Click submit.

Review Order

You can update your order on this page.

NEW UDRP/COURT CASE REGISTRATIONS	
<input type="checkbox"/> test case court 1 test case court 1 reference	Example Mark
Delete Selected	
SUBMIT ALL	

If you wish to add more cases, click on the mark name in the second column of the order page, the previous case will be saved on the order page.

If you are finished with your order select “SUBMIT ALL” and you will be redirected to the payment page (for an overview of our Court case pricing, please refer to the pricing document).

Your order

Type	Label	Duration	Price
court : test case court 1 test case court 1 reference		1 Year(s)	
abused_label : test case court 1 test case court 1 reference	testlabel2court	1 Year(s)	
abused_label : test case court 1 test case court 1 reference	testlabel1court	1 Year(s)	
Total			
VAT (0%)			
Total + VAT (0%)			

Upon payment your prepaid account will be credited

Pay Prepaid
Reset Order

3.2. Validation of court case and labels

After you have paid for the case you can track the progress of the validation in the “case” tab.



The screenshot shows a table with the following data:

Mark	Name	Ref.	Status	U-label
Example	test case court 1	test case court 1 reference	NEW	testlabel2court

You can expand the U-labels to view all attached labels of the case.



The screenshot shows the same table as above, but the U-label column is expanded to show two additional entries under the first row:

Mark	Name	Ref.	Status	U-label
Example	test case court 1	test case court 1 reference	NEW	testlabel2court testlabel1court



3.2.1. Case and labels are "Verified"

If the case and labels are verified, no further action is needed and you will have protection for the abused labels during the claims period of the gTLD. Please refer to section 3.2.5 for an example Case.

3.2.2. Case "Incorrect"

If the case is assigned status “incorrect” you will need to change the information providing during registration of the case, as described in the comment of the validator. If the case is assigned status “Invalid” it cannot be edited anymore. Please refer to section 3.2.5 for an example Case.

3.2.3. Case "Verified" - label "Incorrect"

If the case is assigned status “Verified” but one, or more, of the labels are incorrect you will need to change the information providing during registration of the labels, as described in the comment of the validator. You can identify the cases with incorrect labels as they have a red box around the label field. The actual incorrect label(s) are marked in red. If the label is assigned status “Invalid” it cannot be edited anymore. Please refer to section 3.2.5 for an example Case.

3.2.4. Case and/or label "Invalid"

If the case and/or label is assigned status “Invalid” it cannot be edited anymore. Please refer to section 3.2.5 for an example Case.

3.2.5. Overview of different validation scenario's

<u>Example</u> <u>Mark</u>	test case 5	test case 5	<input checked="" type="checkbox"/> VERIFIED	 	Verified Case and Incorrect Label.
<u>Example</u> <u>Mark</u>	test case 6	test case 6	<input checked="" type="checkbox"/> VERIFIED	 	Verified Case and Invalid Label.
<u>Example</u> <u>Mark</u>	test case 7	test case 7	<input checked="" type="checkbox"/> VERIFIED	 	Verified Case and Incorrect and Invalid Label.
<u>Example</u> <u>Mark</u>	test case 8	test case 8			Incorrect Case



4. CORRECTING AN "INCORRECT" COURT/UDRP CASE AND/OR LABEL

4.1. Case incorrect

Select the “Case” tab or the Mark record to which the “Case” is linked in order to check the status of the Case.

Via “Case” tab:

Case overview

Mark	Name	Ref.	Status	U-label
Example Mark	test case court 1	test case court 1 reference	NEW	testlabel2court
Example Mark	Asian Domain Name Dispute Resolution Centre	test case	VERIFIED	testlabel2 testlabel1
Example Mark	Asian Domain Name Dispute Resolution Centre	test case 2	VERIFIED	label-b label-a
Example Mark	Asian Domain Name Dispute Resolution Centre	test case 3	VERIFIED	label-b label-a
Example Mark	Asian Domain Name Dispute Resolution Centre	test case 4	INCORRECT	label-a

Via Mark Record:

UDRP/Court cases and abused label

	Name	Ref Number/Court Case No.	Status	ULabel
court#26	test case court 1	test case court 1 reference	NEW	testlabel1court
court#27	test case 5	test case 5	VERIFIED	label-a
court#28	test case 6	test case 6	VERIFIED	label-a
court#29	test case 7	test case 7	VERIFIED	label-a
court#30	test case 8	test case 8	INCORRECT	label-a
udrp#30	Asian Domain Name Dispute Resolution Centre	test case	VERIFIED	testlabel2
udrp#31	Asian Domain Name Dispute Resolution Centre	test case 2	VERIFIED	label-a
udrp#32	Asian Domain Name Dispute Resolution Centre	test case 3	VERIFIED	label-a
udrp#33	Asian Domain Name Dispute Resolution Centre	test case 4	INCORRECT	label-a

Add UDRP | Add Court case

Click on the name of the Case, to open the Case and via the information you provided.



UDRP Case

NAME OF THE UDRP PROVIDER* Asian Domain Name Dispute Resolution Centre

REFERENCE NUMBER OF UDRP CASE* test case 4

LANGUAGE OF THE DECISION* English

STATUS* INCORRECT [Edit](#)

CHANGED 2013-10-10

COMMENTS validator remark

LINKED TO MARK* [Example Mark](#)

No documents attached

Labels linked to this case

Alabel	Ulabel	Status	Changed
label-a	label-a	NEW	2013-10-10

[Return to mark](#)

If you select the “Edit” button you will be able to edit the necessary fields, based on the validator comment in field “COMMENTS”.

udrp case

MARK NAME* Example Mark [Select a different mark](#)

CASE TYPE* udrp

NAME OF THE UDRP PROVIDER* Asian Domain Name Dispute Resolution Centre

REFERENCE NUMBER OF UDRP CASE* test case 4

LANGUAGE OF THE DECISION* English

OTHER DOCUMENT Bladeren... Geen bestand gest

No documents attached

LABEL #354 label-a

UPDATE

After you click on update the status of the Case will change to “Corrected” and it will be validated again.

Example Mark	Asian Domain Name Dispute Resolution Centre	test case 4 corrected	CORRECTED	label-a
1 to 9 of 9 rows	10	1		

4.2. Label incorrect

Select the “Case” tab or the Mark record to which the “Case” is linked in order to check the status of the Case.

Via “Case” tab:

<u>Example</u>	<u>Asian Domain Name Dispute Resolution Centre</u>	<u>test case</u>	<input checked="" type="checkbox"/> VERIFIED	<input type="button" value="+ testlabel2"/>	<input type="button" value="+ testlabel1"/>
----------------	--	------------------	--	---	---

Via Mark Record:

<u>udrp#30</u>	<u>Asian Domain Name Dispute Resolution Centre</u>	<u>test case</u>	<input checked="" type="checkbox"/> VERIFIED	<input type="button" value="+ testlabel1"/>	<input type="button" value="+ testlabel2"/>
----------------	--	------------------	--	---	---

Click on the incorrect label in order to edit it.

udrp case

NAME OF THE UDRP PROVIDER*	Asian Domain Name Dispute Resolution Centre
REFERENCE NUMBER OF UDRP CASE*	test case
LANGUAGE OF THE DECISION*	English
STATUS*	VERIFIED
CHANGED	2013-10-10
COMMENTS	1 incorrect
LINKED TO MARK*	<u>Example Mark</u>
MARK JURISDICTION	Benelux Office for Intellectual Property (BOIP)
MARK REGISTRATION NUMBER	123123
No documents attached	
LABEL #348 testlabel2 (testlabel2)	
LABEL #349 testlabel1	
UPDATE	

Only the incorrect label(s) will be editable.

Once you have made your corrections, based on the the validator comments in field “COMMENTS”, click on “UPDATE”.



The status of the label you edited will now become “corrected” and it will be validated again.

UDRP Case

NAME OF THE UDRP PROVIDER*	Asian Domain Name Dispute Resolution Centre		
REFERENCE NUMBER OF UDRP CASE*	test case		
LANGUAGE OF THE DECISION*	English		
STATUS*	VERIFIED		
CHANGED	2013-10-10		
COMMENTS	1 incorrect		
LINKED TO MARK*	Example Mark		
No documents attached			
Labels linked to this case			
Alabel	Ulabel	Status	Changed
testlabel2	testlabel2	VERIFIED	2013-10-10
testlabel1 corrected	testlabel1 corrected	CORRECTED	2013-10-10

[Return to mark](#)



5. ADMINISTRATIVE INFORMATION

5.1. Document information

Subject	How to manage your UDRP/Court cases and labels
Client	IBM GTS / Deloitte
Author	Frederik Gommé
Date	10-10-2013
Status	Official version
Version	0.1

5.2. Changes

Version	Date	Author	Summary changes
0.1	10-10-2013	Frederik Gommé	Initial version